

FACULTY NEWSLETTER

From the
Dean of Academic Services
and the
Dean of Technical/Occupational Services

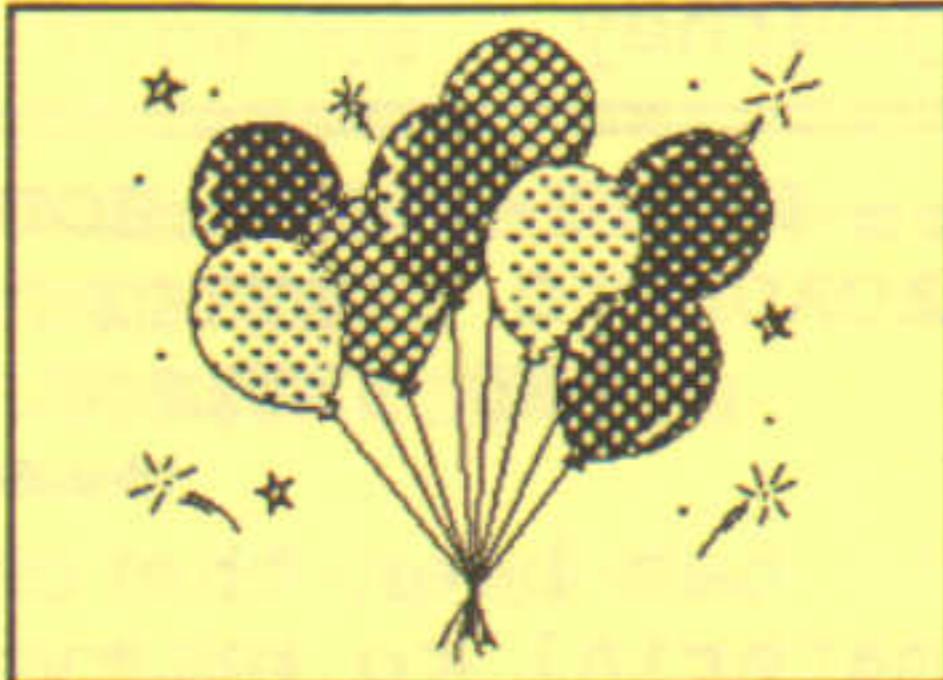
September 3, 1991

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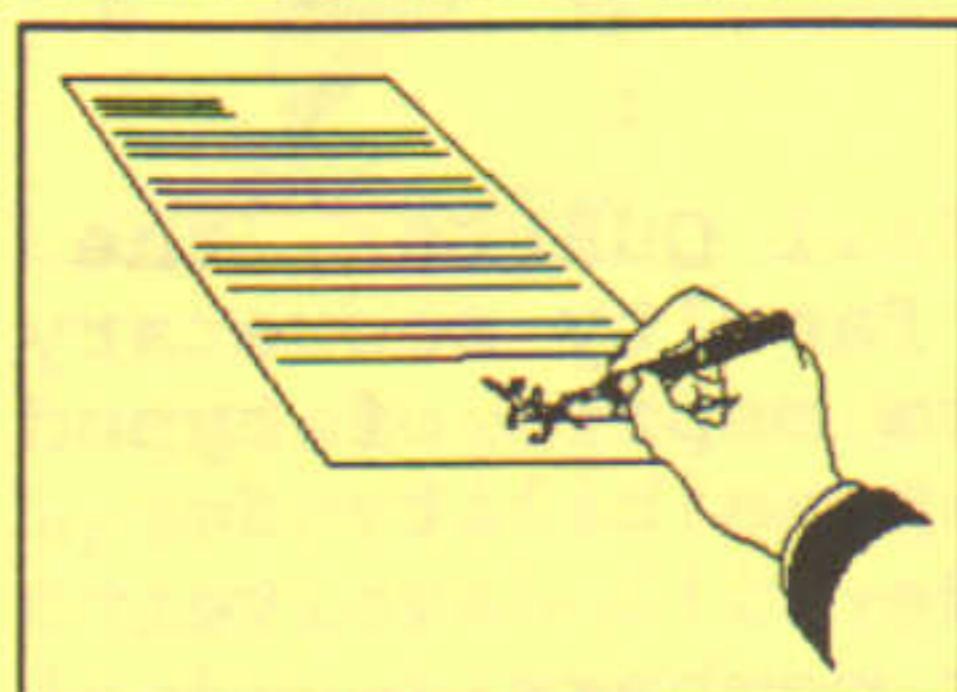
SHELTON SENIOR SHORT STORY WINS AWARD

Deryl Barnhill, a member of the Senior Studies program at Shelton State and a part-time counselor at Shelton State, won the third place prize in the Alabama Writer's Conclave competition.

She won for her short story "English 101".



Congratulations Deryl.



ALL FACULTY,
BOTH FULL-TIME
AND PART-TIME,
MUST SIGN THEIR
CONTRACTS
IMMEDIATELY.

IF YOU HAVE NOT
DONE SO, PLEASE

SEE BETTY WALKER OR JUDY HOLLAND.

DEAN DISCOVERS CLIP ART

Just in case you have not noticed, the Faculty Newsletter has taken on a new look. This results from the Dean of Academic Services having stumbled upon the capacity of WordPerfect to do clip art graphics.

Actually, Joyce Jolly deserves the credit revealing this wonder to the Dean, who realizes full well that many of you have been aware of this type of stuff for ages.

Well, administrators are known for being slow on the uptake.

TITLE III MONIES AWARDED

The Title III Faculty Development Committee has approved the following requests for curriculum development projects, modules, and release-time support:

William Quimbey	
Project	\$767
Sharon Deck	
Release-Time	\$1256
Steve Fair	
Project	\$1121
Jack Moore	
Project	\$996
Ronnie Guy	
Project	\$1121
Sherry Kirksey	
Project	\$1764
Kim Inman	
Module	\$1050
Joy Jones	
Module	\$1034

In all, \$9,135 was awarded for the development of eight activities.

Because money for modules, projects, and released time is limited, the Committee decided to award only one curriculum development application per person in order to encourage more faculty to participate in these development efforts.

In addition to considering requests for financial support for curriculum development activities, the Committee also considered thirty-six (36) applications for travel funds. Travel was approved for the following individuals:

Mike Warren or Ray Mills	
Hydraulic Training . . .	\$1381
Katherine Burkhalter	
Conference on Aging . . .	\$1050

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Title III Funds (continued)

Jim Jolly	
South Atlantic Modern Language Assoc.	\$500
Debbie Grimes	
Conference of Assoc. of College & Research Libraries	\$1225
Ronnie Guy	
International Machine Tool Show	\$1345
David Cantrell	
Amer. Math. Assoc. of 2-Year Colleges Conference	\$693
Kim Inman	
Creative Teaching for Nursing Educators Conference	\$1132
Sherry Kirksey	
Al Assoc. For Young Children	\$104
Four LPN Instructors	
Al. State Nurses Assoc. FACES Conference . . .	\$265

In all, travel requests from twelve faculty members totalling \$7,695 were approved.

The Committee decided to reserve \$4,000 for five members of the faculty to attend the **NISOD Teaching Excellence Conference** in Austin, Texas, in May, 1992. The Committee reserved an additional \$4,000 for five faculty to visit another college campus sometime during 1991-1992.

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**HOWINGTON TO CHAIR
SOCIAL SCIENCE DIVISION**

Arthur Howington, Dean of Academic Services, will assume the duties of the chair of the social science division for 1991-1992. Howington will replace Dr. Susan Thomas who put down the burden at the end of the 1991 summer quarter.

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NISOD CONFERENCE STILL OPEN

Dean Howington reports that the following individuals have indicated an interest in attending

the **NISOD Teaching Excellence Conference** in Austin, Texas, in May, 1992: Bill Aldridge, Katherine Alexander, Julie Bailey, Katherine Burkhalter, Marion Canada, Pam Davis, Debra Fisher, Kim Inman, Randy Jarrell, Evelyn Mettee, Mary Ann Pearson, Mary Alice Watts.

If your name should be on this list and is not, please contact Dean Howington no later than 3:00 p.m. September 6, 1991. After that time, no new names will be considered for this fantastic journey.

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**FORTY-EIGHT HOURS REQUIRED FOR
ACADEMIC SERVICES FACULTY SECRETARY
AND SKYLAND COPY CENTER**

As has been the case in the past, material to be typed by the Academic Services faculty secretary on the Skyland Campus must be turned in **at least twenty-four hours in advance**.

Beginning in the Fall Quarter, the Academic Services faculty secretary **will no longer make copies** of typed material. The responsibility for getting copies made will devolve to individual faculty members.

The **Skyland Copy Center** also will require **twenty-four hours** to make multiple copies of items such as syllabi and tests. (Single copies will be made on shorter notice.) This means that it will require **forty-eight (48) hours** for the faculty secretary to type a test and for copies of that test to be made at the Copy Center.

Please be advised also that it will **not** be the responsibility of the Academic Services faculty secretary to take typed material to the Copy Center. It will instead be the responsibility of the individual faculty member to carry his/her tests, syllabi, etc. to the Copy Center.

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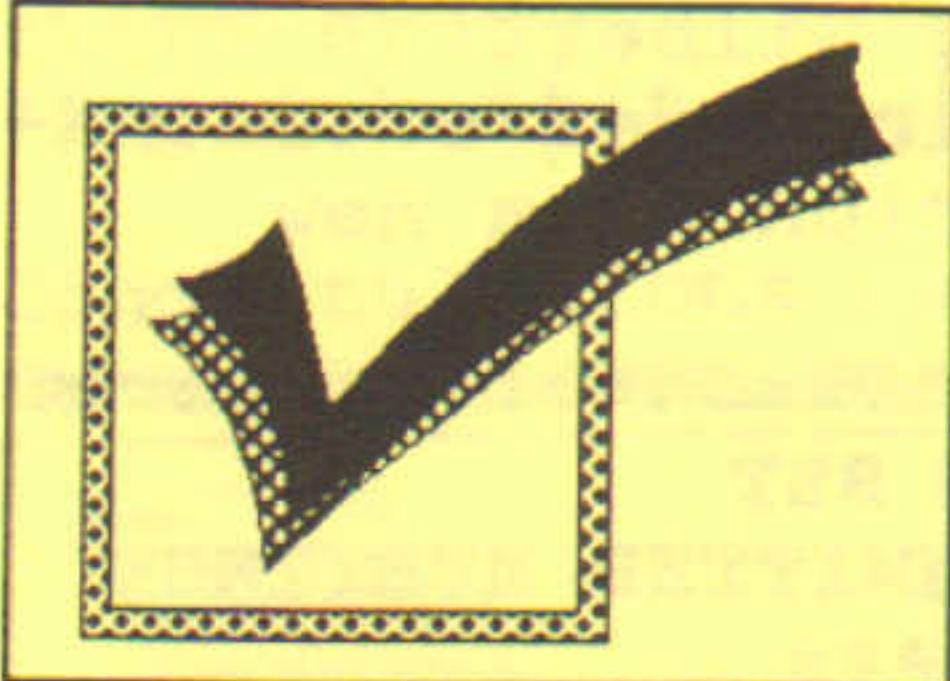
***** NEW BOOKSTORE MANAGER APPOINTED *****

Bill Langston, Business Manager, has announced that Judy Johnson has been appointed as manager of the Shelton State Community College bookstore. Judy was formerly the college cashier.

***** NEW COLLEGE EMPLOYEES *****

Bill Langston, Business Manager, has announced that Teresa Stone has been employed as the Alabama State Fire College Receptionist and that Kathy Lancaster has been employed in the Business Office as Receivables Clerk.

***** A REMINDER RE: CURRICULUM REVISION PROCESS *****



During 1990-1991, a significant number of changes were made to the curriculum of the College. Sometimes these

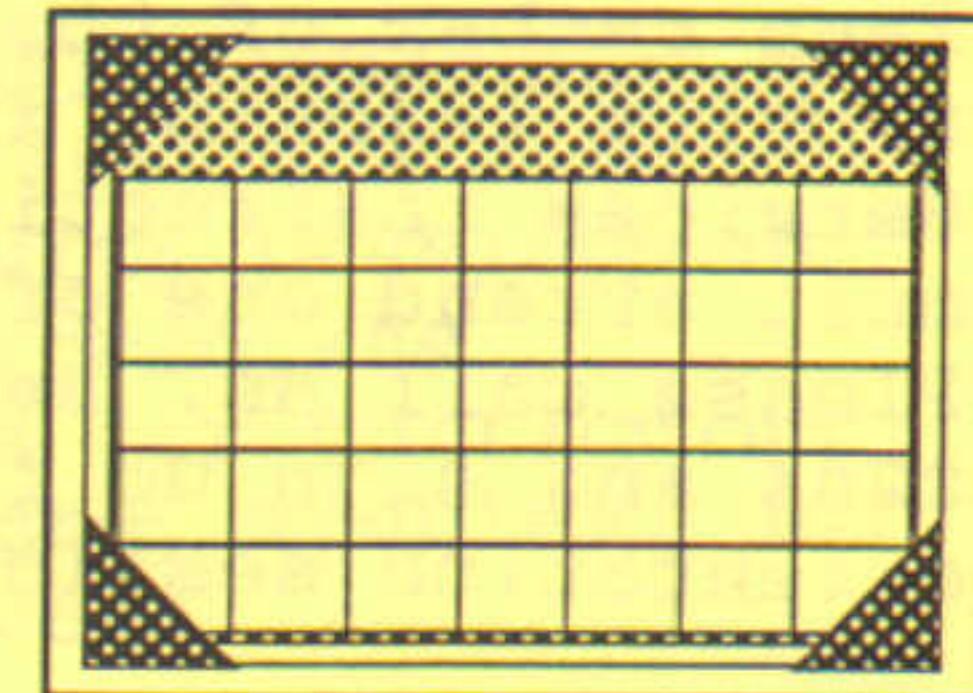
changes were made with the appropriate involvement of the Committee on Curriculum, Instruction, and Learning Resources; sometimes they were not.

PLEASE NOTE: no changes should be made to the college curriculum without those changes first being reviewed by the Committee on Curriculum, Instruction, and Learning Resources. Furthermore, such proposed changes must be given to this committee far enough in advance for the committee's action to be meaningful, i.e. the committee should not be placed in the position of having to rubber-stamp changes that are already well on the way to approval and/or implementation prior to Committee consideration. This applies to all proposed curriculum changes, whether they are proposed by faculty or members of the administration.

During 1991-1992, let's please try to make this process work as it is intended to do.

***** FACULTY MEETINGS SCHEDULED FOR 1991-1992 *****

Last year, general faculty meetings were scheduled each month for the purposes of improving communication between the administration and the faculty.



Although the faculty meetings were not held every month as originally intended, the idea of the meetings still seems a good one.

Therefore, a schedule of monthly faculty meeting has been established for 1991-1992. The dates of these faculty meetings are listed below. Each meeting will be in the auditorium on the **Skyland Campus** and will begin at 1:00 p.m.

***** General Faculty Meetings 1991-92 *****

1991 Sep 20 Oct 18 Nov 15

1992 Jan 24 Feb 21 Mar 20 Apr 24
Jun 19 Jly 17 Aug 7

***** 1991-1992 DIVISION CHAIR MEETINGS SCHEDULED *****

Dean Kynard and Dean Howington have scheduled monthly meetings of the division chairs for 1991-1992. All the meetings will be in Room 103 of the **Morrison Training Center** on the **Fifteenth Street Campus** and will begin at 1:00 o'clock p.m. The dates of the meetings are:

Sep 13, 1991	Apr 17, 1992
Oct 11, 1991	May 15, 1992
Nov 8, 1991	Jun 19, 1992
Dec 13, 1991	Jly 17, 1992
Jan 17, 1992	Aug 7, 1992
Feb 14, 1992	
Mar 13, 1992	

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ORIENTATION SESSIONS SCHEDULED FOR PART-TIME FACULTY

Dean Howington has scheduled orientation sessions for part-time faculty teaching in the Academic Services instructional division. Each member of the part-time faculty teaching in the Academic Services instructional division must attend one of these sessions. Please call Ms. Betty Walker, ext. 2204 and sign up for one of the orientation sessions.

If the scheduled orientation sessions are not convenient, please contact Ms. Walker and make alternative arrangements.

Part-time Faculty Orientation Sessions

- #1. Mon, Sept 9, 5:30 pm
- #2. Tues, Sept 10, 7:45 pm
- #3. Wed, Sept 11, 7:45 pm
- #4. Thur, Sept 12, 5:30 pm

All orientation sessions will be held in Dean Howington's office on the Skyland Campus.

FINAL DATE SET FOR 90-91 REQUISITIONS AND PO'S

Bill Langston, Business Manager, has announced that no requisitions will be processed after September 10, 1991, and that all purchase orders must be closed out by September 20, 1991. Please take note of these important dates and plan accordingly.

"A good cause is often injured more by ill-timed efforts of its friends than by the arguments of its enemies. Persuasion, perseverance, and patience are the best advocates on questions depending on the will of others."

Thomas Jefferson

ADOPT-A-BED PROGRAM ESTABLISHED

The nine flower beds in front of the Skyland Campus are being put up

for adoption. Any individual or group who would like to take one of these beds to care for and to nurture should contact Arthur Howington, Dean of Academic Services. A limited amount of funds will be available to assist each adoptive horticulturist in this beautification effort.

COLLEGE-WIDE MEETING SET FOR SEPTEMBER 6TH

President Umphrey has announced a meeting of all college employees for Friday, September 6, 9:00 a.m. in the Fire College auditorium. Attendance at this meeting is required.

Bob Gilbert, retired VP of Valencia Community College, will speak. While at Valencia, Gilbert's responsibilities included coordinating the construction of a new campus.

DATES SET FOR STANDING COMMITTEE MEETINGS

According to college policy, each standing committee must have at least one official meeting each quarter. The dates established for 1991-1992 official standing committee meetings are:

Fall Quarter, September 27
Winter Quarter, January 10
Spring Quarter, April 10

NIGHT ADMINISTRATORS SET FOR SEPTEMBER

Sept	Sept
3 Bearden	17 Hunter
4 Bizzoco	18 Kempster
5 Crumbie	19 Kibler
9 Freeman	23 Kubiszyn
10 German	24 Kynard
11 Hagler	25 Langston
12 Hogue	26 Lee
16 Howington	30 Nix

"Lord, I wonder what fool it was that first invented kissing."

Jonathan Swift